



Bid Number 50 - 00117617

Provide and install one (1) Multi-zone Air Handler Unit and six (6) Water source heating coils

BID DUE DATE: October 13, 2016 at 2:00 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Ms. Sidney Duffy, Buyer II
Buyer Email: SDuffy@jeffparish.net
Buyer Phone: 504-364-2682**



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

Bidders should carefully read and must respond accordingly per the requirements of the bid packages. Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.

Effective August 1, 2016, please be advised:

- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1st, ***affidavits are required with bid submission***. While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

These changes are pursuant Louisiana Public Bid Law more specifically, Act 406 of the 2016 Louisiana Legislative Regular Session. For the purposes of this communication, this change applies to Jefferson Parish Government bid solicitations only. For more information, please call Jefferson Parish Purchasing at 504-364-2678.

Provide and install one (1) Multi Zone Air Handler Unit and Six (6) Water Source heating Coils at First Parish Court.

Section 1.0 – Pre-Bid Conference:

A MANDATORY Pre-Bid Conference will be held:

Location: First Parish Court
924 David Drive
Metairie, LA 70003
Date: September 30, 2016
Time: 9:00 AM

All bidders must attend the Mandatory pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the Mandatory pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.

Section 2.0 – Scope:

We extend this bid to provide labor, materials, equipment and all other incidentals necessary to cover the following work:

- **Remove:**
 - one (1) existing Temtrol multi-zoned air handler (identified as AHU number one (1))
 - Six (6) associated water source heating coils.
 - All materials, equipment, etc. as needed to prepare for the installation of a new unit.
- **Design, engineer, supply and install:**
 - One (1) new multi-zone chill water source air handler unit
 - Six (6) associated water source heating coils. (See attachment "A" for schedule of coils)

Alternate 1 – Contractor shall provide pricing for owners acceptance as an alternate only (Duct Cleaning)

Section 3.0 – License Requirements:

The following Louisiana State license shall be required for this project:

- **Mechanical License**
- All electrical work shall be performed by a licensed Louisiana State **Electrical Contractor**.

Section 4.0 – Performance Bond:

A Performance Bond in the amount of 100% of the total contract price will be required. Performance bond shall be produced upon contract execution.

Section 5.0 – Quantities/Inspection:

Bidders must inspect the site and perform their own measurements in order to determine the proper quantity of materials and equipment required to complete this project. All measurements given in these specifications are informational only.

Section: 6.0 – Standards:

All work shall meet or exceed the following industry standards:

American Society of Mechanical Engineers (ASME):

ASME B16.3 - Malleable Iron Threaded Fittings.

ASME B16.4 - Gray Iron Threaded Fittings.

ASME B16.18 - Cast Copper Alloy Solder Joint Pressure Fittings.

ASME B16.22 -Wrought Copper and Copper Alloy Solder Joint Pressure Fittings.

ASME B31.1 - Power Piping.

ASME B31.9 - Building Services Piping.

ASME Section IX - Boiler and Pressure Vessel Code -Welding and Brazing Qualifications.

American Welding Society (AWS):

AWS A5.8 - Specification for Filler Metals for Brazing and Braze Welding.

AWS D1.1 - Structural Welding Code - Steel.

American Society for Testing and Materials (ASTM)

ASTM 36/A 36M – Standard Specification for carbon structure steel.

ASTM 366/A 366M Standard Specification for Commercial Steel Sheet, Carbon, (0.15 Maximum Percent) Cold Rolled; 1997

ASTM A 653/A 653M Standard Specification for steel sheet, Zinc-Coated (Galvanized) or zinc-iron alloy coated (Galvanized) by the hot dipped process; 1998

ASTM A 569/A 569M Standard Specification for steel Carbon (0.15 Maximum Percent) Hot rolled sheet and strip commercial.

ASTM A53 / A53M - Standard Specification for Pipe, Steel, Black and Hot-Dipped, Zinc-Coated, Welded and Seamless.

ASTM A234 / A234M - Standard Specification for Piping Fittings of Wrought Carbon Steel and Alloy Steel for Moderate and High Temperature Service.

ASTM A395 / A395M - Standard Specification for Ferritic Ductile Iron Pressure-Retaining Castings for Use at Elevated Temperatures.

ASTM A536 - Standard Specification for Ductile Iron Castings.

ASTM B32 - Standard Specification for Solder Metal.

ASTM B88 - Standard Specification for Seamless Copper Water Tube.

ASTM B584 - Standard Specification for Copper Alloy Sand Castings for General Applications.

National Fire Protection Agency (NFPA)

NFPA 90A Standard for the installation of Air Conditioning and Ventilating Systems; 1996

NFPA 90B Standard for the installation of warm Air Conditioning and Ventilating Systems; 1996

United Laboratories (UL)

UL 181 Standard for factory made air ducts and air connectors; 1996

Section 7.0 – Bid Specifications:

The following work shall be performed:

A.) AIR HANDLER UNIT AND HEATING COILS

- Remove existing multi-zone air handler unit number one (1) and six (6) associated water source heating coils.
- Supply, Design, engineer, and install one (1) new multi-zone air handler unit to replace existing Temtrol air handler unit (AHU 1) and six (6) associated water source heating coils(See Attachment “A” for hot water coil schedule.
- Include all duct work need to accommodate the new air handler unit and new water source heating coils.

New heating coils shall be provided with the following:

- Aluminum fins
- Two (2) rows of coils with a maximum of eight (8) fins per inch
- Type “L” copper headers and tubes.
- All joints shall be copper and soldered
- Casing shall be constructed of Fourteen (14) gauge G 90 galvanized steel.
- Tested and rated per the Air Conditioning Heating and Refrigeration Institute (AHRI) standard 410.
- Supply and install one (1) new three way modulating chilled water valve to regulate cold deck.
- Supply and install one (1) new two position modulating hot water valves for each bidder supplied heater coil to regulate hot water.
- New valves shall be properly connected to existing Building Automated System. Valves shall be tested and in proper operating order at completion of project. See Attachment “D” for details and placement.

A.) GENERAL

- All materials for this project shall be bidder supplied “new”.
- All materials shall be as specified or owner reviewed and approved equal.
- Bidder shall coordinate all clearances with respect to structural limitations as well as required. No additional compensation will be allowed for this work.
- All dissimilar metals shall be protected with a non-metallic insulating material at point of contact.
- Testing and balancing of the air and water system shall be provided by owner thru a separate contract.
- All inside drain pan supports shall be designed and engineered by successful bidder to accommodate new air handler.
- All supports shall have vibration arrestors to prevent excess noise and vibration.

- All supports shall be corrosion resistant.
- Bidder shall supply all test ports, balancing dampers, balancing ports, design criteria, etc. for newly installed system to allow for air and water balancing of system.

B.) ELECTRICAL/MOTORS/DRIVES

- Supply and install new 208/230 volt fused electrical disconnect for new air handler.
- Supply new fuses as per manufacturer guidelines.
- Supply and install new square D/Schneider electric motor starter as per manufacturer guidelines for new air handler unit.
- Supply and install one (1) new Variable Frequency Drive Model ABB #ACH550-PCR series or owner reviewed and approved equal on new air handler to control speed of motors.
- Variable Frequency Drive shall have a factory installed Hand-Off-Auto switch on the cover.
- All disconnects shall be mounted to the wall using aluminum metal framing struts.
- All disconnects shall be mounted with aluminum hardware.
- Supply and install new high voltage copper wire from new disconnect to new motor starter panel.
- Supply and install new high voltage copper wire from motor starter panel to new air handler unit.
- All wire shall be copper and sized per manufacturer standards, code and guidelines.

C.) Ultraviolet Lighting:

- Provide ultraviolet disinfection system for air handler. Ultraviolet system shall be sized to provide theoretical 99% air disinfection at air speeds up to 1000fpm. Ultraviolet disinfection system shall be complete with all miscellaneous accessories required to form a complete unit.
- Provide 110 volt power supply to factory installed ultraviolet germicide lighting system.
- Install new ultraviolet germicidal light fixtures in new air handler unit on supply side of coil.
- Construction: The device unit shall be of stainless steel construction including any exposed screws or fasteners. The NEMA-4-R junction box shall be prefabricated to accept the UV device. The junction box shall include a factory-installed receptacle located inside the junction box and gasket to prevent air and water leaks when mounted to the AHU. The device shall be provided with a 2' grounded power cord for the appropriate voltage and held captive with a strain relief capable of withstanding a 1-minute/35 lb stress test. All signage shall be permanently silk-screened on the unit.
- Mounting: All mounting hardware must be supplied with the unit. The mounting plate shall have 1/8 foam gasket permanently adhered to both sides of the mounting plate to prevent air leaks and whistling. Product shall be completely removable without the use of hand tools.
- Independent Testing: The device submitted shall be classified by UL (Underwriters Laboratories) as an Air Duct Mounted Accessory (ABQK). Also meets UL Standards 1598, UL 153, UL 1995, CSA Standard C22.2 No.9-M1989 and UL/CSA harmonized Standard

C22.2 No. 236-M90/UL1995. Manufacturers UL file number shall be permanently marked on the exterior of the product.

- Ballasts: Ballasts shall be CBM, ETL & UL Listed for the lamp provided. Ballasts shall be high power factor, class P, Sound Rating A, Type 1 Outdoor, Electronic. Ballasts shall be "Suitable for Air Handling Spaces" and shall have harmonic distortion of less than 10%. Ballasts shall be warranted for a period of 5 years.
- Safety: The unit shall have an external on/off metal toggle power switch. The assembly shall employ a recessed internal safety interlock switch, which interrupts power when the unit is opened for servicing. The product employs germicidal lamps, which emit UV-C radiation, thereby posing a potential risk of exposure to eyes and bare skin during maintenance. The product shall be provided with an integral visual examination port to facilitate external inspection of lamps. Viewing lens must be glass and provide 160-degree viewing. The unit shall easily be removed for service without the use of tools or the disconnection of any wiring connections. UV unit shall incorporate signage with UL requirements as to safety aspects. Manufacturer shall provide safety glasses to protect installer's eyes in case of accidental startup of lamps during installation process.

D.) Ductwork:

- All ductwork shall be externally insulated.
- Coat all new duct work with Fosters 4020 or owner reviewed and approved equal fungus inhibitor.
- Design, fabricate, and install new 24 Gauge sheet metal duct to transition from air handler to new hot water reheat coils.
- Provide and install canvas connectors on each of the supply zone outlets. Each zone shall contain locking Quadrant balance dampers.
- Turning vanes must be provided and installed on all sheet metal elbows.
- Supply and install new 24 Gauge sheet metal supply and return air dampers
- Remove, supply, and install new 18 gauge low leak sheet metal outside air damper.
- Remove, supply, and install new 18 gauge low leak sheet metal return air damper.

F) Drain Lines and Drain Pans:

- Install new 316 stainless steel secondary drain pan under entire air handle unit
- Emergency pan shall be four inches deep and shall encompass the entire bottom of the air handler.
- Air handler shall be supported two inches off emergency pan.
- All inside drain pan supports shall be designed and engineered by successful bidder to accommodate new air handler.
- All supports shall have vibration arrestors to prevent excess noise and vibration.
- All supports shall be corrosion resistant.
- Supply and install new copper condensate primary and secondary drain lines
- Install copper unions for easy access on primary and secondary drain lines.
- Install copper P-Trap in primary drain line See attachment "B"

- Install overflow shutoff switches on primary and secondary drain lines See attachment "C"
- Overflow shutoff switches shall be wired to new air handler and shall shut the system off in the event of an overflow or stoppage in either the primary or secondary drain lines.
- Install in-line Cleanout in primary drain line.
- Primary and secondary drain lines shall be type L copper
- All joints shall be soldered on primary and secondary drain lines.
- Run drain lines to nearest floor drain
- Primary and secondary drain line shall be supported with metal framing support system and fasteners
- All primary condensate drain lines shall be insulated with a closed cell foam insulation with a minimum wall thickness of ½ inch.
- All emergency drain lines shall be insulated with a closed cell foam insulation with a minimum wall thickness of ½ inch.

G) Chill and Hot Water Piping:

- Remove existing chill water and hot water supply and return lines from existing ball valves to air handler unit and heater coils.
- Design, engineer, supply, and install new chill water and hot water supply and return lines from new ball valves to new air handler unit.
- Pipe Size 1/2" and larger shall be (connections to fan coil units): Type "L" copper w/ wrought copper fittings.
- Pipe Size 2" and Larger shall be Black steel pipe, Schedule 40, wrought-steel butt-welded fittings with welded joints.
- Drains and vents on chilled-water and hot water distribution piping shall consist of Schedule 80 thread-o-lets with stainless steel pipe nipples and bronze gate valves. See Attachment "D" for details and placement.
- All taps shall be constructed of 3/4" Schedule 80 Thread-o-Let, 3/4" 304/316 stainless steel nipples, and 3/4" bronze gate valves See Attachment "D" for details and placement.
- Supply and install new brass isolation ball valves on the supply and return lines on each of the new water source heating coils (12 Valves total) sized to match new and existing piping. See Attachment "D" for details and placement.
- Supply and install new strainers full line size of connecting piping, with ends matching piping system materials. Select strainers for working pressure of the piping system, with type 304, stainless steel screens. See Attachment "D" for details and placement.
- Supply and install TP weld o let taps and B&G circuit setters on the chill water return lines and hot water return lines of each hydronic water heating coil for testing and balancing.
- Supply and install TP weld o let taps for new thermometers. See Attachment "D" for details and placement.

- Provide manual basket type strainers on the TECO side at the inlet of the primary and wye type strainers on the inlet side of the secondary chilled water pumps. Strainers are to be located at serviceable locations and accessible from the mechanical room floor without the use of a ladder or scaffolding. Strainers shall be equipped with a local differential pressure gauges and remote sensor integrated to the building automation system.
- All thermometers shall be glycerin filled. See Attachment "D" for details and placement.

H) Insulation:

- Remove and dispose of all insulation for chilled water and hot water piping in mechanical room.
- Insulate all chilled water and hot water piping in mechanical room with fiber glass insulation.
- Fiberglass insulation shall be a minimum of 1 1/2 inches thick on chill water lines and one (1) inch thick on hot water lines.
- Install PVC jacketing on all piping and fittings in mechanical room.
- PVC Jacketing shall be a minimum of 15 mills thick.

Section 7.1 - Duct Cleaning: (Alternate 1)

- Bidder shall clean all supply and return air ducts pertaining to air handler 1 listed as per these specifications.
- **Ductwork Cleaning**
Ductwork shall be cleaned by inserting a vacuum hose in one end of the duct or trunk line and, with a Reverse Air Jet Nozzle, brush all interior surface areas of the duct system including reheaters, joints, seams, splitters turning vanes, scoops, baffles, cracks and crevices otherwise inaccessible. As the RJA Nozzle is operating, the residue shall be drawn into the vacuum unit (minimum 6000 CFM). All foreign materials such as dust, mold, soot, lint, hair, bacteria, and other air movement residue shall be removed from the ductwork interior, and will be cleaned to meet NADCA Standard 1992-01.
- **Duct Access Opening**
Access openings shall be provided at required points (on entry side of hydronic water coils) of the duct system for physical and mechanical entry. These openings shall be provided as required at points adjacent to turning vanes, dampers, and other obstructions that might tend to trap or entrain dust, dirt, lint, and debris. Duct access openings shall be constructed in accordance with SMACNA HVAC Duct Construction Standards all openings shall be properly sealed after duct system is cleaned.
- **Interior Lining**
Special care and attention shall be given to ducts having interior lining materials and a light vacuum process shall be used to prevent damage to air side surfaces. All loose

fibrous materials shall be removed by a combination of controlled forced air and combined vacuum power method.

- **Grilles and Registers**

All grills, registers, and diffusers shall be cleaned with a non-toxic, disinfecting solution. Areas around registers shall be lightly cleaned by blowing with air. After cleaning, adjust all registers to insure proper air flow.

- **Painting**

Any areas in the ducts that are found to have visible microbial growth will be painted using an anti-microbial paint in an area two (2) feet in either direction of the growth. Paint shall be applied in accordance with manufacturer's specifications using an airless sprayer or paint roller, whichever is more practical for the location. No painting will be done without prior approval of the owner.

- **Area Clean up**

Every precaution shall be taken to prevent the spread of dust and dirt in occupied areas. A complete area clean-up after each work cycle shall be performed and no debris left behind.

- **Sealants**

Sealants and encapsulates cannot be substituted for visible contaminant removal.

Section – 8.0 Automatic Temperature Control & EMS System:

- Supply and install a complete system of electric, electronic, and direct digital temperature controls.
- Control system for the new air handling unit shall seamlessly communicate with the existing Energy Management System (EMS).
- The EMS and all temperature controls shall interface completely with the existing EMS.
- All features and functions shall be fully supported.
- Supply and install new equipment and software manufactured by Schneider Electric.
- Supply and install all software, controllers, relays, valve schedule, damper schedule, sensors, dampers, conduit, wire, etc. for a complete system to meet the sequence of operations for this project.
- All equipment shall be new and the latest revision.
- All points and sequences described herein shall be incorporated into the existing EMS in a seamless manner.
- All affected graphics shall be updated to include the new equipment and points, and shall match quality of existing graphics.
- Any specific graphic required by this project, but not present in the existing graphics shall be created by this control contractor and added to the master EMS for universal usage.

- The temperature controls shall include electrical interlocking of motor starters and other equipment, which is supplied as part of the heating, ventilation, and air conditioning system.
- Individual components of the system shall be DDC/electric.
- For operation in the "Occupied Mode" the air handling unit supply fan shall be started and stopped through the Hand-Off-Auto switch on the cover of the Variable Frequency Drive (VFD) by the EMS.
- The existing controllers currently installed shall be reused and reprogrammed for the new multi-zone AHU.
- Upon a signal from the DDC central control panel to energize the unit fan, the automatic temperature control system shall be placed in operation once unit fan status has proven fan operation, the outside air and return air damper shall open to its operating position.
- Supply and install a discharge air temperature sensor that shall modulate the 3-way chilled water control valve to maintain a discharge air temperature set point of 55 degrees F (adj.) in the cold deck section of the multi-zone air handling unit.
- Discharge air set point shall be reset based upon the return air temperature. Set points are adjustable (55 degrees F to 60 degrees F) from the EMS operator workstation and can be defined by the user to operate in a "fixed mode" or "reset mode".
- Supply and install a duct mounted mixed air temperature sensor shall be provided for indication on the EMS. A manual reset, low limit thermostat shall de-energize in the unit fan, close the outside damper, and send an alarm to the EMS if the coil entering air temperature falls below 35 degrees F.
- The 3-way cooling coil valve shall open to the coil if the outside air temperature falls below freezing set point.
- The chilled water pumps shall be started by the EMS as required to circulate water through the system.
- In the "occupied mode", a bidder supplied and installed indoor air quality sensor/transmitter mounted in the return air duct, before the outside air connection, shall override the minimum position of the outside air damper and modulate the damper open, up to its maximum position, as required to maintain a space set point of +800 ppm for CO2.
- In the "occupied mode" five (5) individual supplied and installed DDC room zone thermostats shall maintain the room temperature set point of 74 degrees F (adj) cooling and 72 degrees F (adj) heating by modulating the zone damper actuator and energizing the 2 position 2-way hot water reheat control valve in sequence coil as required.
- The new zone thermostats shall be installed in the same location as the existing and provide temperature and relative humidity indication as well as set point adjustment (REMOTE/LOCAL) back to the EMS.
- Provide necessary blank sub plates to cover the existing holes on the walls for the new thermostat mounting.
- The existing chilled water and hot water systems shall remain as is.
- Design and install a dynamic graphic of air handling unit and associated zones shall be depicted on the existing EMS workstation graphical user interface.

- At completion of project the successful bidder shall submit manufacturers' drawings to the Owner for all equipment and controls. Drawings shall include detailed dimensions, capacities. Control submittals shall include point-to-point wiring diagrams.

Section 9.0 - Commissioning:

Commissioning shall be performed by a factory trained representative of equipment supplied. All commissioning shall be performed with an owner's representative present.

Section 10.0 - Hours of Work:

The work that is to be performed shall be scheduled during normal working hours 7:00 a.m. – 5:00 p.m. Monday thru Friday. All work shall be scheduled seventy two (72) hours in advance. The successful bidder may choose to work before or after normal building working hours to provide a safe work environment at no extra charge to Jefferson Parish.

Section 11.0 – Cleaning Area and Safety:

Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable material must be removed from the job site daily, because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

There must be a fire watch present when any cutting, burning, or welding is taking place; and 2 hours thereafter. The fire watch and his equipment will be the sole responsibility of the successful bidder.

Section 12.0 – Warranty:

All workmanship and materials shall have a minimum of five (5) years parts and labor warranty in writing, from the manufacturer starting from the date of acceptance of the project against defects. The bidder must agree, upon written notice from the owner, promptly and without charge, and to the satisfaction of the owner, to make changes, replacements, and corrections which may be required to make good all defects in materials and/or equipment under its intended use, within the warranty period, at no cost to the owner.

The successful bidder will also guaranty that he will hold the Parish of Jefferson harmless from any damage arising from faulty workmanship or materials performed and/or installed within the duration of the warranty.

Section 13.0 – SDS:

The bidder shall notify the Jefferson Parish Department of General Services contact person of any hazardous substances that will be brought to and/or used at the workplace. The bidder shall provide SDS as per this requirement to the Director of the Jefferson Parish Department of General Services.

Section 14.0 – Permits:

The successful bidder shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement. The successful bidder shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

Certificate of Final Inspection must be submitted to the Department of General Services before final payment is rendered.

Section 15.0 – Hot Work Permit:

The successful bidder shall obtain a burn permit form from the Department of General Services before any cutting, soldering or welding is performed.

At no additional cost to owner the successful bidder shall provide a fire watch when any cutting, burning, or welding is taking place; and 2 hours thereafter. The fire watch and their equipment will be the sole responsibility of the successful bidder.

Section 16.0 – Liquidated Damages:

Commencing on the 4th day following the notice to proceed until work is substantially complete, liquidated damages will be assessed in the amount of \$1000/day.

Section 17.0 – Pre-Construction Conference and Notice to Proceed:

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No materials shall be ordered until the successful bidder receives a written "Notice to Order Materials" from the Department of General Services.

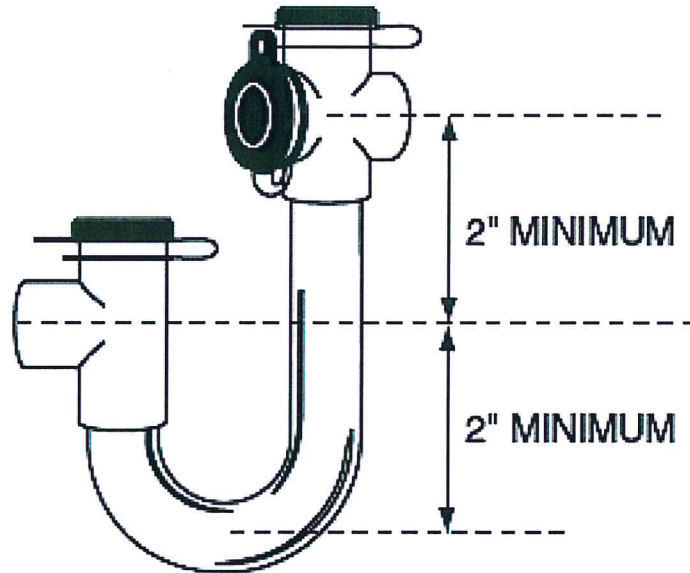
No work shall be performed until the successful bidder receives a written "Notice to Proceed" to begin work, from the Department of General Services.

Attachment "A"

Coil Number	Cubic Feet Per Minute (CFM)	British Thermal Unit (BTU)	Entering air degrees Fahrenheit	Coil Face Diameter Width	Coil Face Diameter Height	Gallons Per Minute (GPM) @ 160 thru 140 degrees
1	1590	30,000	62.9	25	20	3
2	480	10,000	62.9	10	20	1
3	625	10,000	62.9	10	20	1
4	580	10,000	62.9	10	20	1
5	670	15,000	62.9	10	20	1.5
6	605	10,000	62.9	10	20	1

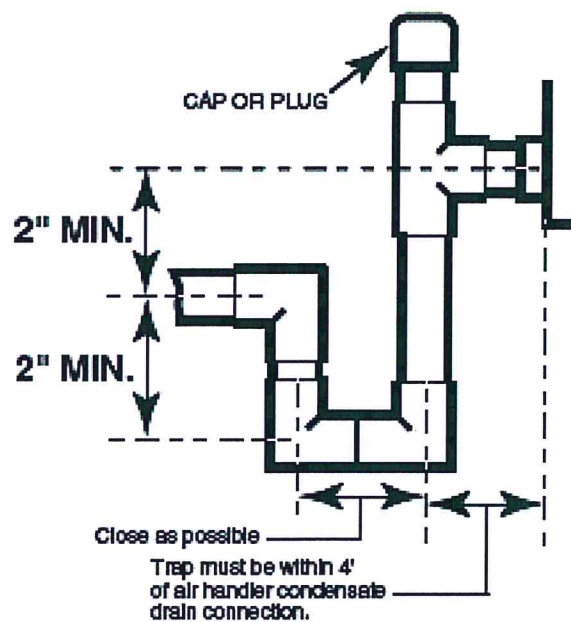
Attachment "B"

Manufactured traps



EZT-105

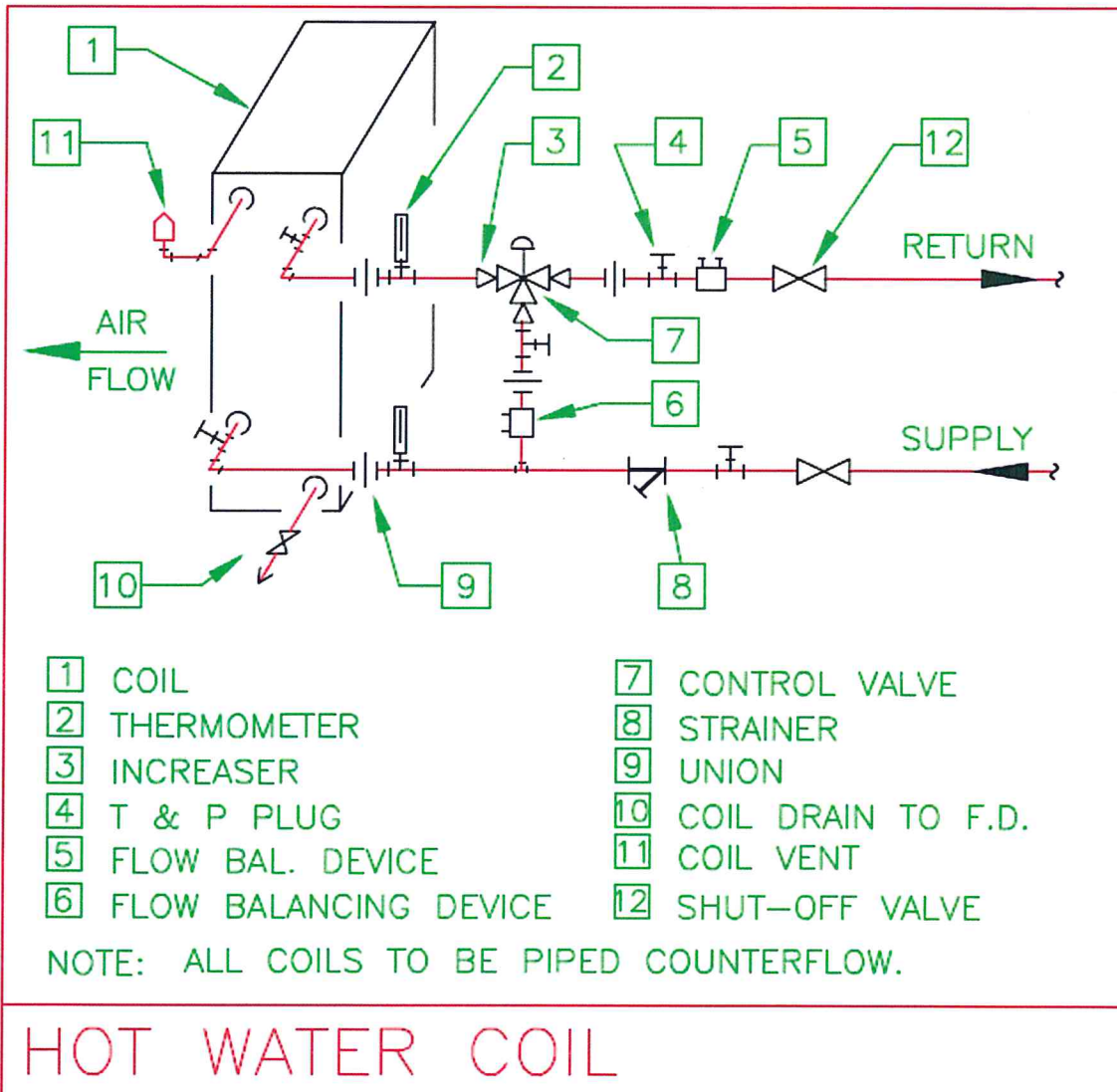
Field fabricated trap



Attachment "C"



Attachment "D"



INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117617

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>PROVIDE LABOR, MATERIALS, EQUIPMENT AND ALL OTHER INCIDENTALS FOR A NEW MULTI ZONE AIR HANDLER UNIT FOR FIRST PARISH COURT, JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES</p> <p>0010-NEW MULTI-ZONE AIR HANDLER UNIT - FIRST PARISH COURT</p> <p>WE EXTEND THIS BID TO PROVIDE LABOR, MATERIALS, EQUIPMENT AND ALL OTHER INCIDENTALS NECESSARY TO DESIGN, ENGINEER, SUPPLY, AND INSTALL ONE (1) NEW MULTI-ZONE CHILL WATER SOURCE AIR HANDLER UNIT AND SIX (6) ASSOCIATED WATER SOURCE HEATING COILS. REMOVE EXISTING TEMTROL MULTI-ZONE AIR HANDLER (AHU NUMBER ONE (1)) AT FIRST PARISH COURT LOCATED AT 924 DAVID DR., METAIRIE FOR THE DEPARTMENT OF GENERAL SERVICES AS PER THE ATTACHED SPECS.</p> <p>MULTI-ZONED AIR HANDLER (IDENTIFIED AS AHU NUMBER ONE (1)). SIX (6) ASSOCIATED WATER SOURCE HEATING COILS.</p> <p>*****MANDATORY PRE-BID CONFERENCE***** SEPTEMBER 30, 2016 AT 9:00 AM FIRST PARISH COURT 924 DAVID DRIVE METAIRIE, LA 70003</p>		
2	1.00	ONLY	0020-ALTERNATE NO. 1 - DUCT CLEANING		

DATE: 9/14/2016

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00117617

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

BUYER: SDuffy@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 10/13/2016 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS
THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from www.purchasing.jeffparish.net and by clicking on Vendor Information. While Jefferson Parish may have these on file, all bidders should furnish their current W-9 Form and respective Tax Identification Numbers with bid submission; records on file may be invalid or expired. The successful bidder must submit a W-9 Form and respective Tax Identification Number upon contract execution. Failure to do so may result in delay of payment.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.

1,3,4,5,6,8,10,11,13,15

MANDATORY

**PRE-BID CONFERENCE TO BE HELD AT: FIRST PARISH COURT, 924 DAVID DRIVE
9:00 AM METAIRIE, LA 70003
ON 9/30/2016**

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a bid in response to Bid Number _____, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20____.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the advertised bid. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

2) BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.